

INFORMATION & INSTRUCTIONS - MORTGAGE SOLICITOR

Access this form via website at: www.state.hi.us/dcca/pvl

APPLICATION FORM

Type or print legibly in black ink and sign the application. Answer all questions. Any misstatement is grounds for refusal or subsequent revocation of license. Incomplete and/or irregular applications will not be accepted. Applicants are subject to requirements in effect at time of filing.

- **Failure to provide all the requested information will delay the processing of your application.**

FEES

If applying for licensure between January 1, odd-numbered year,
to December 31, odd-numbered year, pay\$145
(Appl Fee - \$25*, License Fee - \$25, CRF - \$70, second year of two-year license period - \$25)

** If applying for licensure between January 1, even-numbered year,
to December 31, even-numbered year, pay\$85
(Appl Fee - \$25*, License Fee - \$25, CRF - \$35)

Attach check or money order made payable to: COMMERCE AND CONSUMER AFFAIRS.

* Application fee is not refundable.

** Subject to renewal by December 31, even-numbered years.

Note: One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you **may not** do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Chapter 91, Hawaii Revised Statutes, and Title 16, Chapter 201, Hawaii Administrative Rules. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

DESIGNATED PRINCIPAL MORTGAGE SOLICITOR

IN ADDITION to this application for Mortgage Solicitor (MB-02), the following are required:

1. Complete Application for Registration – Designated Principal Mortgage Solicitor (MB-13).
2. Attach Experience Certificate (MB-03) and \$25 application fee.

Contact our office or you may download the forms from our website at: www.state.hi.us/dcca/pvl.

If applying for licensure between January 1, odd-numbered year,
to December 31, odd-numbered year, pay\$195
(Appl Fee - \$25*, License Fee - \$50, CRF - \$70, second year of two-year license period - \$50)

If applying for licensure between January 1, even-numbered year,
to December 31, even-numbered year, pay\$110
(Appl Fee - \$25*, License Fee - \$50, CRF - \$35)

PROGRAM'S ADDRESS

Mail all required items to:

Mortgage Brokers and Solicitors
DCCA, PVL Licensing Branch
P.O. Box 3469
Honolulu, HI 96801

or

Deliver to office location at:

1010 Richards St., 1st Floor
Honolulu, HI 96813
Phone: (808) 586-3000

LAWS

To obtain a copy of the Mortgage Broker and Solicitors law, Chapter 454, Hawaii Revised Statutes, send 50¢ to: Cashier, Commerce and Consumer Affairs, P.O. Box 541, Honolulu, HI 96809. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢. Make check payable to: COMMERCE AND CONSUMER AFFAIRS. (Price subject to change without notice.)

The laws are posted on our website at: www.state.hi.us/dcca/pvl, then click the specific board/program. The laws will be posted during the fall of 2001.

BIENNIAL RENEWAL

A mortgage solicitor license, regardless of issuance date, is renewable biennially on or before December 31 of each even-numbered year. Failure to renew license (payment of fees and completed renewal application form) on or before December 31, even-numbered year shall constitute an automatic forfeiture of license.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

APPLICATION FOR LICENSE - MORTGAGE SOLICITOR

Legal Name (First-Middle)		(LAST)	FOR OFFICE USE ONLY	Effective Date	License No. MS-
Residence Address (Include Apt. No., City, State, and Zip Code)					
Mailing Address (ONLY if different from residence)					
Telephone No. (Days)		Social Security No.			

Circle or underline answers. Explain as needed.

- Are you at least 18 years of age? YES NO
- Are you a U.S. citizen, a U.S. national, or an alien authorized to work in the United States ? YES NO
- Have you ever used any other name(s)? YES NO
If so, what name(s)? _____
- Have you ever held a mortgage broker or solicitor license? YES NO
(Type/Lic No: _____, Status: _____, State: _____)
- Have you ever held any other license(s)? YES NO
(Type/Lic No: _____, Status: _____, State: _____)
- Have you ever had any license suspended, revoked, or otherwise subject to disciplinary action? YES NO
(If response is "yes", provide details on a separate sheet)
- Have you ever been employed by any business whose license was suspended, revoked or otherwise subject to disciplinary action? YES NO
(If response is "yes", provide details on a separate sheet)
- In the past 20 years, have you ever been convicted of a crime in which the conviction has not been annulled or expunged? YES NO
(If response is "yes", provide details on a separate sheet)
- Have you ever had or are there any pending lawsuits, judgments, tax liens, or any other liens against you? YES NO
(If response is "yes", provide details on a separate sheet)

APPLICANT CERTIFICATION:

I hereby certify that I shall engage in the business of mortgage solicitor only for the licensed mortgage broker who is designated on this application. I also certify that the answers on this application are true and correct to the best of my knowledge.

Date Signature of Applicant

EMPLOYER CERTIFICATION:

It is hereby certified that the person named on this application will be employed by the undersigned, who is duly licensed to engage in the business of mortgage brokerage in the State of Hawaii.

I certify that upon termination of the applicant from my employment, I will immediately return the mortgage solicitor's license to the applicant.

Signature of Designated Principal Mortgage Solicitor	Name of Employer
Print Name	Address of Employer
Date	License No. MB- MBB-

**LICENSING BRANCH
PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS**

To receive confirmation of your license, fill in your name and mailing address of employer in the block below on the "Notice of Licensure" form. This confirmation will take about 3 weeks to process. The license card will take about 6 weeks to process.

NOTICE OF LICENSURE

Professional and Vocational Licensing Division
Department of Commerce and Consumer Affairs
State of Hawaii

This is authorization to act as a **MORTGAGE SOLICITOR** until such time that a license is processed.

THIS AUTHORIZATION IS VALID ONLY WHEN SIGNED BY THE EXECUTIVE OFFICER OF THE PROGRAM.

Print name & mailing address of employer in block below:

License No. MS-

Effective Date _____

Expiration Date 12/31/

Executive Officer